

# Navy Acceptor WAWF Training



*Defense Finance and Accounting Service*

Epay Services  
eSolutions



## ▶ DCO broadcasts my computer screen

- ✓ Will show a combination of training guide and WAWF practice site
- ✓ Can use Full Screen option if it makes it easier to view

## ▶ Teleconference line for audio

- ✓ Please mute phones until checkpoints and end of training

## ▶ Questions

- ✓ Can wait until checkpoints and end of training to unmute phone and ask questions over teleconference line
- ✓ Can ask questions using DCO during presentation parts
  - Can ask private message which will only be seen by specified recipient or can ask public question which can be seen by all DCO attendees



# Agenda/ Objectives of Training



- ▶ Introduction, Acceptor Folders and Roles
- ▶ WAWF Document Types and Routing
- ▶ When To Accept Documents and Finding Documents to Accept
- ▶ Accepting Documents
- ▶ Accepting Documents (Entering/Checking Dates and Finishing)
- ▶ Creating Documents
- ▶ Correcting Documents
- ▶ General WAWF Knowledge
- ▶ Navy WAWF Help Desk/Other POCs and Helpful Links inc. Training



## ► This training assumes the following things:

- ✓ You are an active Acceptor for your DoDAAC in WAWF and you are able to log into the system with no problems
  - If you need to get Acceptor access or you have account problems, contact your Group Administrator (GAM) or the Navy WAWF Help Desk (contact info provided at end of training)
  - If you have technical issues logging into WAWF, please go to the Machine Setup link on the WAWF homepage to ensure your computer is properly set up and check the System Messages on the homepage
- ✓ You are NOT a contractor
  - Contractors are not allowed to accept goods/services on behalf of the U.S. government
- ✓ You are not going to be functioning as an Acceptor and an LPO on the same document (separation of duties). This is now prohibited in WAWF





## ► This training assumes the following things:

- ✓ You have access to your contracts
  - Electronic access to contracts is available via the Electronic Document Access (EDA) system
  - All contracts and modifications should be loaded into EDA
  - For more information on getting access to EDA, please go to New User Registration at <http://eda.ogden.disa.mil/>

## ► All data contained within these slides and screenshots are for training purposes only

- ✓ DO NOT use any of the data on these slides for your documents (unless coincidentally it is the same)





## ► Acceptors perform the following functions in WAWF\*:

- ✓ Accept goods/services on behalf of the U.S. government/the corresponding Acceptor DoDAAC location
- ✓ Approve final Cost Vouchers
- ✓ Enter applicable SLINs and funding information for Navy Construction/Facilities Management Invoices
- ✓ Accept/approve Miscellaneous Payments
- ✓ Create Miscellaneous Payments
- ✓ Create Receiving Reports

\*As part of your specific job duties, you may not perform all of these functions

\*\*\*This training guide will refer to “accepting documents.” When “accepting” a document, you are actually processing the document in the system after having performed the actual receipt and acceptance of goods/services outside of WAWF.





- ▶ Other names for Acceptor that you will see in WAWF (you still just need Acceptor access to work documents with these names):
  - ✓ Ship To
  - ✓ Accept By
  - ✓ Service Acceptor
  - ✓ Service Approver
  - ✓ Contracting Officer
  
- ✓ For example, if you have Acceptor access for DoDAAC N62766, you would be able to perform acceptance on a 2n1 with a Service Acceptor of N62766 and a Receiving Report with an Accept By of N62766



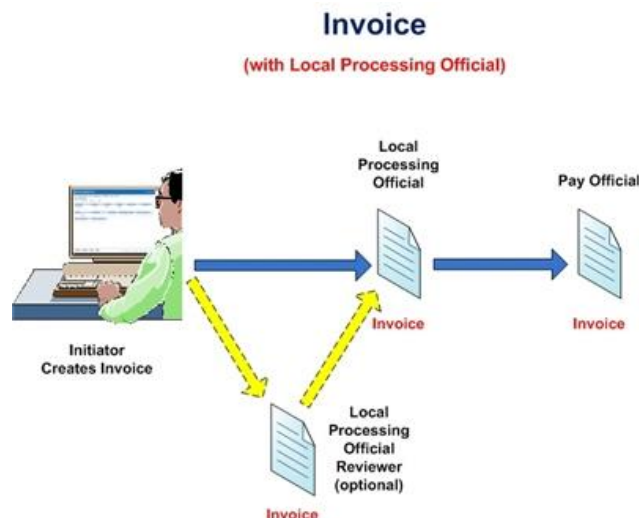




- ▶ There are many different document types in WAWF. Each is used for a different purpose and has unique functionality. The main document types used by the Navy are:
  - ▶ Invoice
  - ▶ Receiving Report
  - ▶ Invoice and Receiving Report (Combo)
  - ▶ Invoice as 2-in-1
  - ▶ Invoice (Fast Pay) or Combo (Fast Pay)
  - ▶ Cost Voucher
  - ▶ Navy Construction/Facilities Management Invoice
  - ▶ Navy Shipbuilding Invoice (Fixed Price)
  - ▶ Miscellaneous Payment



- Document that vendor submits that gives details on what they're billing for
- In WAWF, almost always needs a Receiving Report created in conjunction with it
- Times where stand-alone Invoice can be submitted:
  - ✓ Navy tuition assistance program
  - ✓ Instances where receipt and acceptance of goods are not needed
- Role involvement with Invoice
  - ✓ LPO action (if applicable)



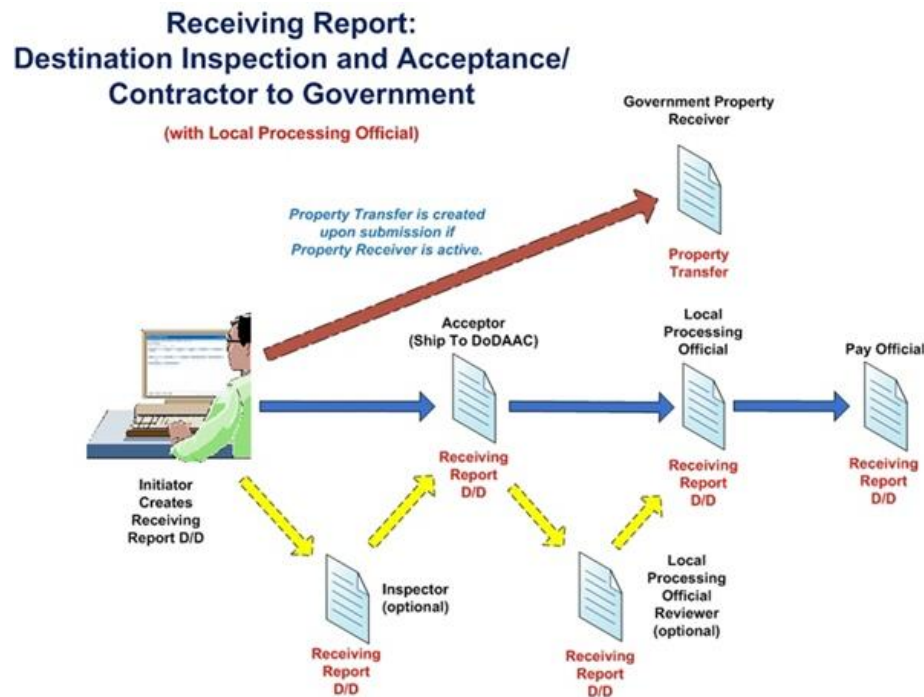
\*Please note this is the workflow for a Invoice with an LPO



# Receiving Report



- ▶ Electronic equivalent of DD250
- ▶ Must indicate inspection/acceptance terms
- ▶ Pay office uses Receiving Report in conjunction with associated Invoice to make payment
- ▶ Roles involvement with Receiving Report
  - ✓ Inspector action (if applicable)
  - ✓ **Acceptor action**
  - ✓ LPO action (if applicable)



\*Please note this is the workflow for a Receiving Report with Destination/Inspection and Acceptance terms and it has an LPO



# Invoice and Receiving Report (Combo)



- ▶ Combo generally used to bill for
  - ✓ Materials only OR
  - ✓ Materials and services
- ▶ Two separate documents created at the same time
  - ✓ Invoice
  - ✓ Receiving Report
- ▶ Roles involvement with Receiving Report
  - ✓ Inspector action (if applicable)
  - ✓ **Acceptor action**
  - ✓ LPO review (if applicable)
- ▶ Role involvement with Invoice
  - ✓ LPO action (if applicable)

\*If one of the documents of a Combo gets rejected by a user, the other document may get auto-rejected by WAWF (depending on the status of the other document) to keep the documents in sync



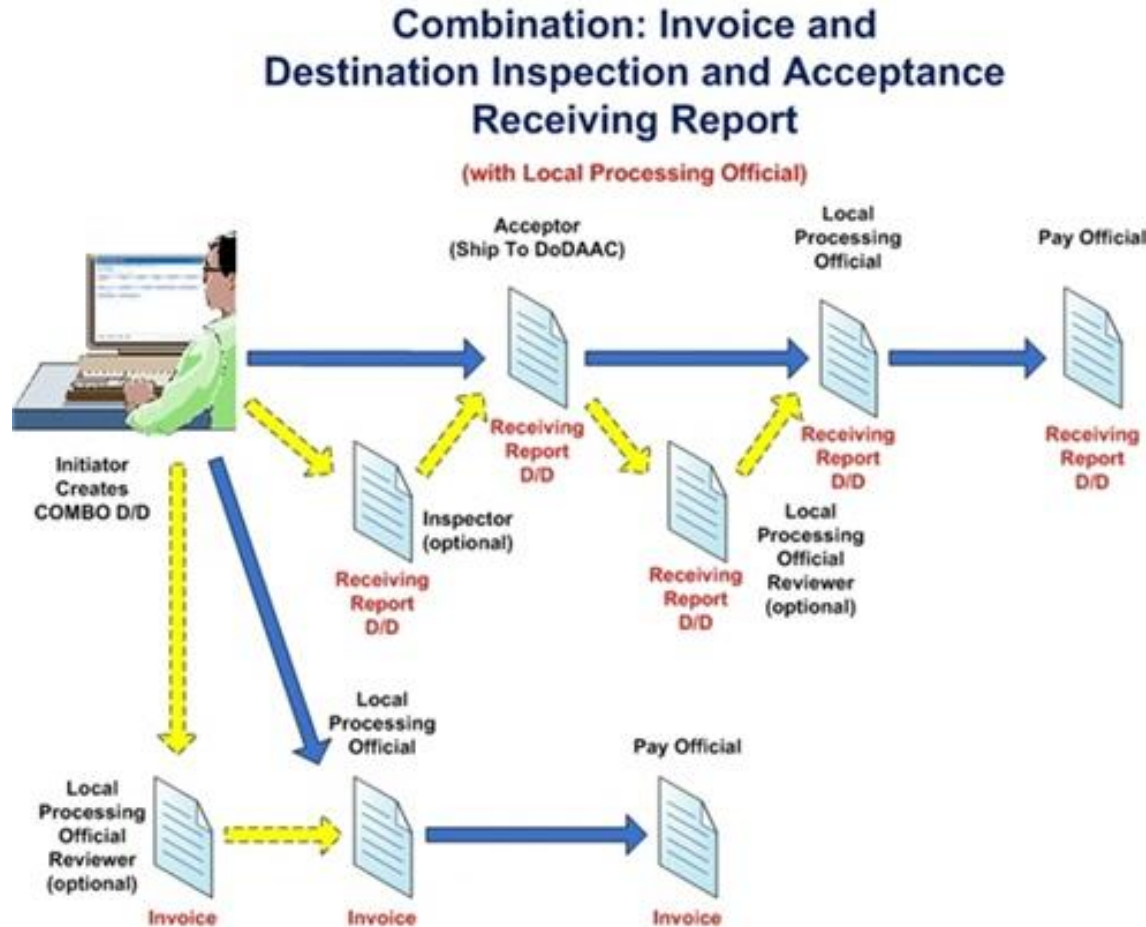
# Invoice and Receiving Report (Combo) (Con't)



- ▶ **REMINDER:** a Combo is two separate documents created simultaneously by the vendor
    - ✓ Some vendors' internal systems cannot submit Combos so they sometimes submit a stand-alone Invoice and a stand-alone Receiving Report – this is okay!! i.e. do not reject the documents because of this!
      - With that in mind, if a vendor should be submitting a Combo but they submit a stand-alone Invoice and a stand-alone Receiving Report instead, they should submit the Receiving Report before the Invoice
    - ✓ While documents may show up on the same line in your working folder, they are still two separate documents
      - To open the Receiving Report, click on the Shipment Number
      - To open the Invoice, click on the Invoice Number
      - As the Acceptor, you will only take action on the Receiving Report so you would only need to click on the Shipment Number
    - ✓ If one of the documents gets recalled or rejected, the two documents may not show on the same line and the name of the document under the Type column in your working folder may change to Invoice or Receiving Report – this is okay!!
    - ✓ A vendor can also create an Invoice *from* a Receiving Report or a Receiving Report *from* an Invoice
      - In this case, the documents may or may not show up on the same line and the Type will not say Combo – this is okay!!
- \*\*\*Bottom line: As the Acceptor, as long as you have a proper Receiving Report (document type can say Combo or Receiving Report), you can accept the document



# Invoice and Receiving Report (Combo) (Con't)



\*Please note this is the workflow for a Combo with Destination/Destination for the Inspection/Acceptance terms and it has an LPO. To see all the possible workflows for Combo documents, please go to: <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/overview/OverviewDocumentTypesIndex.xhtml>



- ▶ Generally used for billing services contracts only
- ▶ CANNOT use for Navy ERP Pay Offices
  - ✓ Vendor must use Combo or separate Invoice and Receiving Report documents instead
- ▶ One Document
  - ✓ Invoice + Receiving Report
- ▶ Roles involvement
  - ✓ Inspector action (if applicable)
  - ✓ **Acceptor action**
  - ✓ LPO action (if applicable)



# Invoice as 2-in-1 (Con't)



\*Please note this is the workflow for a 2n1 without an LPO





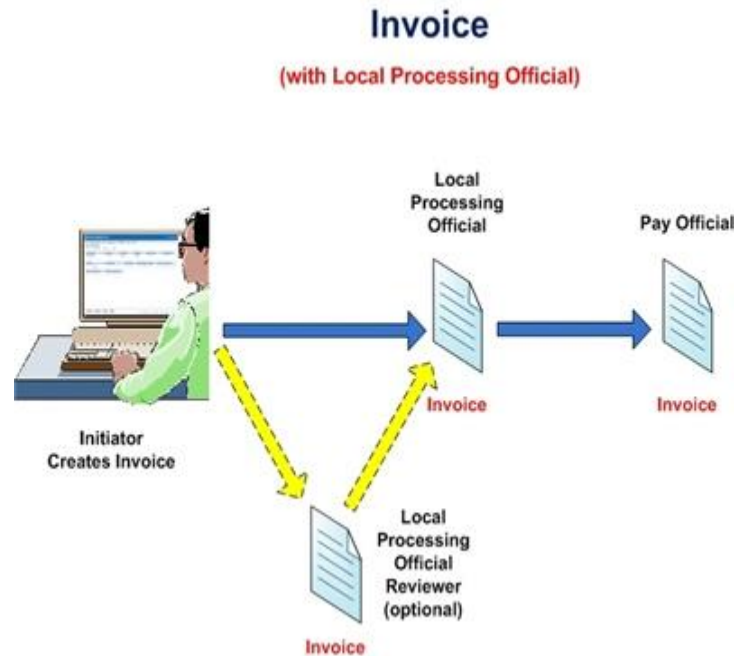
# Invoice (Fast Pay) and Combo (Fast Pay)



- ▶ Must be authorized for Fast Pay
  - ✓ Contract Clause 52.213-1
  
- ▶ Acceptance does not need to take place before Invoice will pay
  
- ▶ Role involvement
  - ✓ **Acceptor action (if using Combo)**
  - ✓ LPO action



# Invoice (Fast Pay) and Combo (Fast Pay) (Con't)



\*Please note this is the workflow for a Fast Pay Invoice without an LPO



- Cost Reimbursable Contract
  - ✓ 52.216-7
  - ✓ 52.216-13
  - ✓ 52.216-14
  - ✓ 52.232-7
- Can be used for Shipbuilding
- Cost Vouchers flow through system based on Cost Voucher type
  - ✓ Cost Voucher types changed with WAWF 5.2 (October, 2011)
- Cost Voucher Administrator (separate role in WAWF) adds parameters to determine the criteria for Cost Voucher sampling
- Sampling parameters + whether the CV is first or final + whether other CVs have been approved for the contract/delivery order number = Cost Voucher type



## ► Cost Voucher types that came about as a result of 5.2

### ✓ **Interim - First**

- First Cost Voucher submitted for contract/delivery order
- Role involvement: Cost Voucher Approver, LPO (if applicable)

### ✓ **Interim – New Contractor**

- Non-first/non-final Cost Voucher submitted for a contract/delivery order that has other Cost Vouchers submitted for it but they haven't been approved yet
- Role involvement: Cost Voucher Approver, LPO (if applicable)

### ✓ **Interim – Sampled**

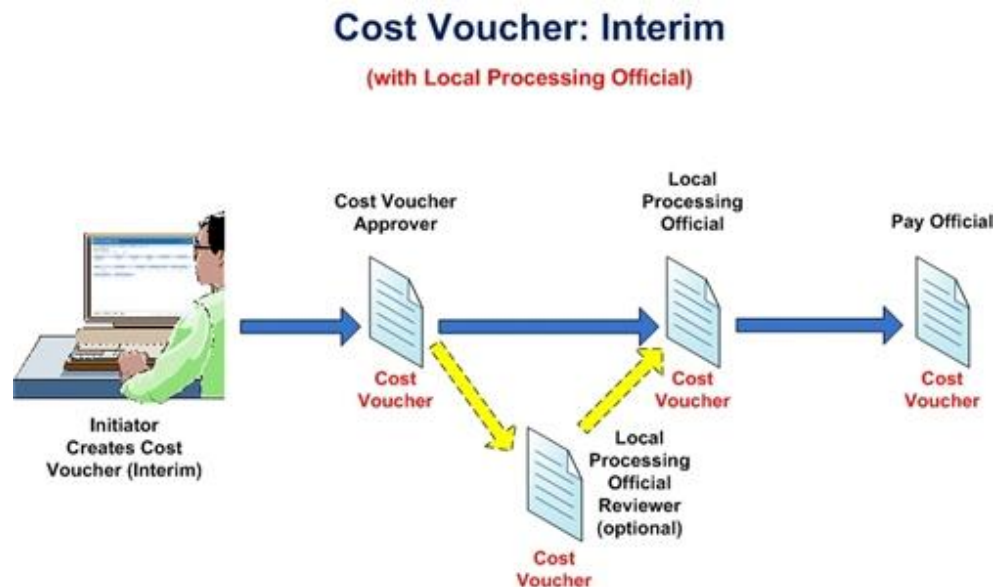
- Non-first/non-final Cost Voucher that meets the sampling criteria parameters established by the Cost Voucher Administrator
- Role involvement: Cost Voucher Approver, LPO (if applicable)



## ► Cost Voucher types that came about as a result of 5.2

### ✓ Interim – High Dollar

- Non-first/non-final Cost Voucher that exceeds the dollar amount threshold parameter established by the Cost Voucher Administrator
- Roles involvement: Cost Voucher Approver, LPO (if applicable)



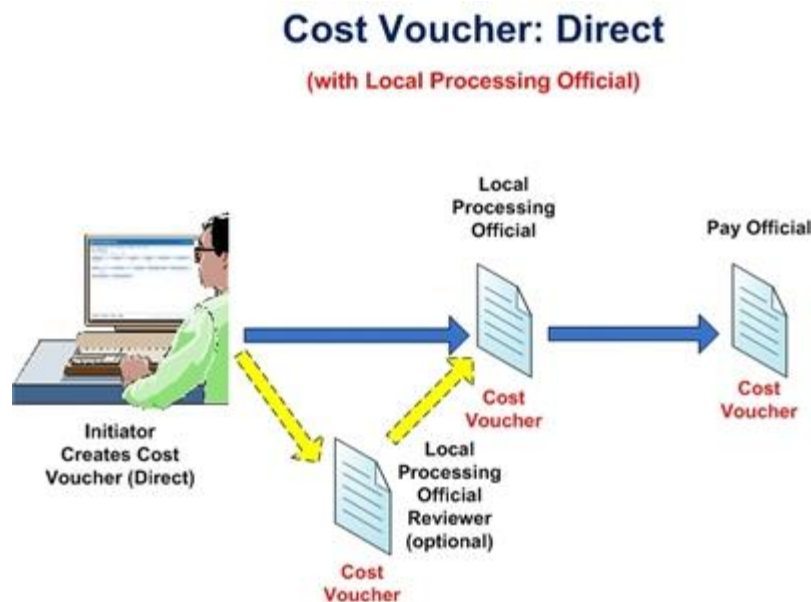
\*Please note this is the workflow for an Interim Cost Voucher with an LPO



## ► Cost Voucher types that came about as a result of 5.2

### ✓ Direct Submit

- Non-first/non-final Cost Voucher that does not meet the sampling criteria parameters or dollar amount threshold parameter established by the Cost Voucher Administrator
- Roles involvement: LPO (if applicable)



\*Please note this is the workflow for a Direct Submit Cost Voucher with an LPO



## ► Cost Voucher types that came about as a result of 5.2

### ✓ Final

- Final Cost Voucher submitted for contract/delivery order (marked as Final by the vendor)
- Roles involvement: **Service Approver**, LPO (if applicable)



\*Please note this is the workflow for a Final Cost Voucher without an LPO





## ► Cost Voucher types that came about as a result of 5.2

### ✓ **Rejected**

- Any interim Cost Voucher that gets rejected back to the vendor by the Cost Voucher Approver that gets resubmitted, will have “Rejected” added to the end of the document type name
- It will process through the system like it normally would as the original document type
  - A rejected Direct Submit Cost Voucher that gets resubmitted by the vendor will remain a direct submit unless it meets the sampling criteria and will flow to the LPO after resubmission







## ► Cost Voucher types before 5.2 (October, 2011)\*

### ✓ **Interim**

- Non-final Cost Voucher submitted by a vendor with no Direct Submit authority
- Roles involvement: Cost Voucher Approver, LPO (if applicable)

### ✓ **Direct**

- Non-final Cost Voucher submitted by a vendor with Direct Submit authority
- Roles involvement: LPO (if applicable)

### ✓ **Final**

- Final Cost Voucher
- Roles involvement: **Service Approver**, LPO (if applicable)

\*If you are looking at Cost Vouchers created before 5.2, you will see these types



## ► Important notes on Cost Vouchers

- ✓ Contracting officers or contracting officer representatives (CORs) often have Service Approver (Acceptor) access for the Service Approver DoDAAC on their contract so that they can approve the Final Cost Voucher and see all non-Final Cost Vouchers that have been processed (using their History folder)
    - If they need to see all submitted non-Final Cost Vouchers before they reach Processed status, they can either get Acceptor View Only access for the Service Approver DoDAAC, Issue By View Only access for the Issue By DoDAAC, or Admin By View Only access for the Admin By DoDAAC (may not be approved if belongs to another agency)
  - ✓ Service Approver is not a step in the process for all Cost Voucher types. That is because policy states it is DCAA's\* responsibility to approve all non-final Cost Vouchers. For more information, please go to: <https://acquisition.navy.mil/rda/content/view/full/5873>
- \*ONR and DCMA can also perform the Cost Voucher Approver role

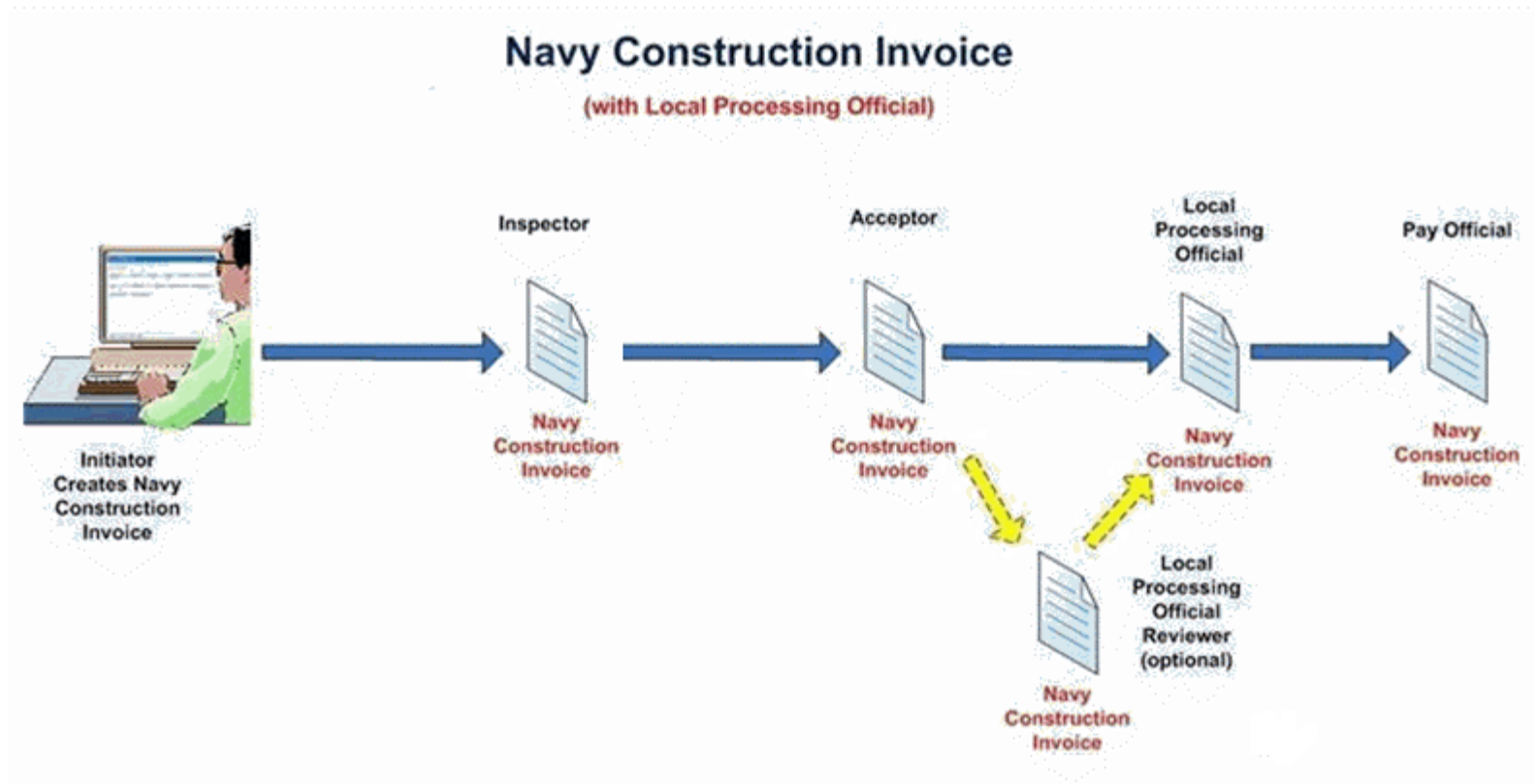




- ▶ Navy Construction or Facilities Management
- ▶ Indicators for Construction and/or Final Payment
  - ✓ Net 14 pay terms
    - Yes to Construction + No to Final
  - ✓ Net 30 pay terms
    - No to Construction
    - Yes to Construction + Yes to Final
- ▶ Roles involvement
  - ✓ Inspector action
  - ✓ **Acceptor action**
    - **Acceptor enters SLINs and funding information**
  - ✓ LPO action
    - LPO will enter optional LLA fields for Transaction For Other (TFO) LOAs



# Navy Construction/Facilities Management Invoice (Con't)



\*Please note this is the workflow for a Navy Construction/Facilities Management Invoice with an LPO

\*\*There is an optional step before the document gets to the Inspector in which a Field Inspector (separate role in WAWF) can pre-inspect the NAVCON





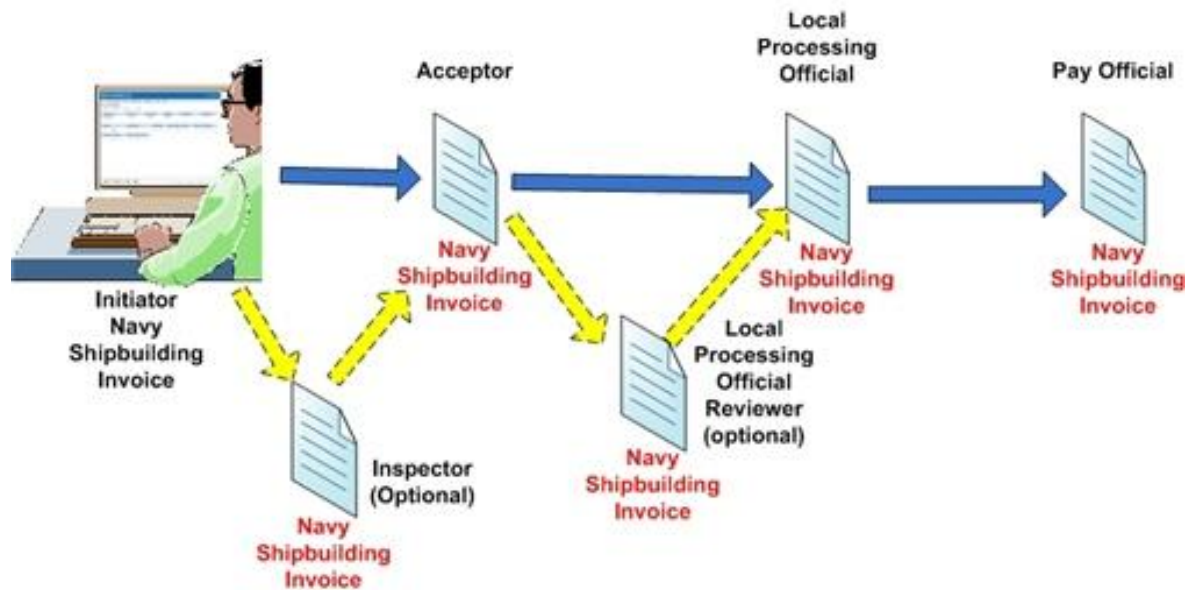
- ▶ Ship Acquisition Invoices
- ▶ Restricted to Navy's Supervisors of Shipbuilding (SUPSHIPS)
- ▶ SUPSHIP Major Programs
  - ✓ New Construction
  - ✓ Nuclear Submarines
  - ✓ Maintenance/Repair/Modernization
- ▶ Roles involvement
  - ✓ Inspector action (if applicable)
  - ✓ **Acceptor action**
  - ✓ LPO action (if applicable)



# Navy Shipbuilding Invoice (Fixed Price)



## Navy Shipbuilding Invoice



\*Please note this is the workflow for a Navy Shipbuilding Invoice with an LPO



## ■ Used for Non-Contractual Payments

- ✓ Can be created by the Navy on behalf of service members, employees, and non-government entities or individuals
- ✓ Can be created by vendors with valid CAGE codes or DUNS numbers
- ✓ Mortuary claims, utilities, training, etc.
- ✓ The Misc Pay Type has tax reporting implications
- ✓ Full list of Misc Pay types at Lookup -> Misc. Pay Types

## ■ Single Document

- Always use N68732 as Pay Office for Navy Misc Pays
- Payee must be in CEFT database or Misc Pay will suspend
- Obligation interface with STARS-FL to auto-obligate funds
- Once Processed in WAWF, will pay in 1-2 business days if no errors in One Pay
- No interest paid





## ► Misc Pay roles involvement

- ✓ Initiator action (**Acceptor**, Misc Pay Initiator role or vendor)
- ✓ **Acceptor action**
- ✓ LPO action

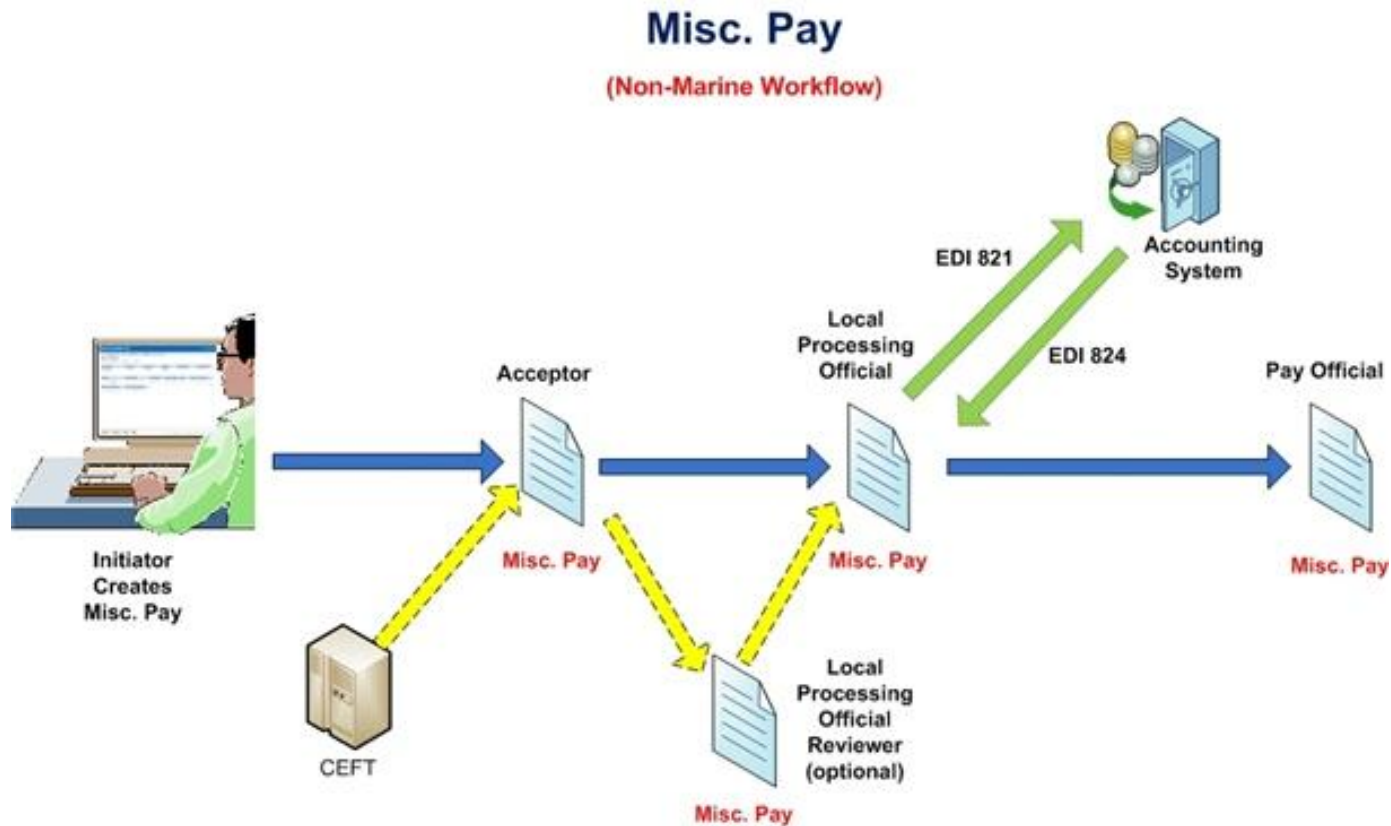
\*Acceptor must be a different user than the LPO (separation of duties)

\*\*\*This training focuses on contractual documents, not Misc Pays. For more information on Navy WAWF Misc Pays, please go to: [Navy Acquisition WAWF Site](#)





# Miscellaneous Payment (Con't)





- ▶ Routing is based on document type, payment office, inspection/acceptance terms (if applicable), and DoDAACs listed on contract/entered into WAWF
  
- ▶ If the pay office corresponds to the One Pay entitlement system, there will be an LPO in the workflow\*; all other pay offices will not have an LPO
  - ✓ Instructions for obtaining a list of all the pay offices along with their corresponding entitlement system, is discussed on slide 86
- \*Except for Grants (not shown in this guide - does not use LPO)
  
- ▶ To see the workflows for all the different document types, go to:  
<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/overview/OverviewDocumentTypesIndex.xhtml>
  - ✓ The preceding slides showed only 1 of the possible workflows for each document type





- ▶ How do you know when you have a document to accept?
  - ✓ WAWF sends automated emails to the organizational email address set up for your Acceptor DoDAAC when there are documents ready to be worked under that DoDAAC
    - You should either have access to the organizational email address so you get the automated emails or whoever has access to the organizational email address should tell you when you have documents that need to be worked
    - To get your organizational email address changed, you need to contact your Group Administrator (GAM)
  - ✓ Users also have the option to send additional email notifications after taking action on a document. If your email address is listed on the contract, you may receive one of these additional email notifications.

**\*\*\*You should also search in your Acceptance folder and other working folders on a regular basis to find any outstanding documents that you may not have received an email notification for**





- ▶ The document should now be open
- ▶ First, review everything on all the tabs including but not limited to:
  - ✓ Check to make sure the Contract Number, Delivery Order, and Reference Procurement Identifier fields are correct
    - For non-GS contracts, the contract # should be in the Contract Number field and if there is a delivery order #, it should be in the Delivery Order field; nothing should be in the Reference Procurement Identifier field
    - For GS contracts, the GS contract # and delivery order # can be entered two different ways (both are correct):
      - 1) the GS contract # in the Reference Procurement Identifier field and the delivery order # in the Contract Number field; nothing in the Delivery Order field
      - 2) the GS contract # in the Contract Number field and the delivery order # in the Delivery Order field; nothing in the Reference Procurement Identifier field
  - ✓ Check to make sure the vendor's CAGE code matches the CAGE code listed on the contract
  - ✓ Check to make sure the DoDAACs entered by the vendor match the ones listed on the contract (will be in the WAWF routing table if there is one)





## Review (cont'd):

- ✓ Check to make sure the Item Numbers for each Line Item are correct per the contract
  - Must be billing correct item
  - Must bill for only funded CLINs/SLINs
- ✓ Check to make sure the CLIN quantities and amounts on the document do not exceed the CLIN quantities and amounts on the contract
- ✓ Check to make sure the items the vendor says they delivered are not on any another WAWF documents in the system



## Review (cont'd):

- ✓ Make sure the vendor billed for shipping or freight correctly
  - Must be authorized to bill for shipping/freight in contract
  - If there is a separate CLIN for shipping/freight on the contract, they must bill using that CLIN
  - If there is not a separate CLIN for shipping/freight on the contract, they must bill using Item Number 9999
  - If the shipping/freight is over \$100, the vendor needs to attach shipping/freight receipts
- ✓ If the document is going to a One Pay pay office, check to make sure the overall document amount is not \$0 or a negative amount
- ✓ If the vendor offered a discount, make sure it's valid. Examples of an invalid discount would be a 0% discount, a  $\geq 30$  day discount, or a discount date  $\geq 30$  days from the Invoice Date.

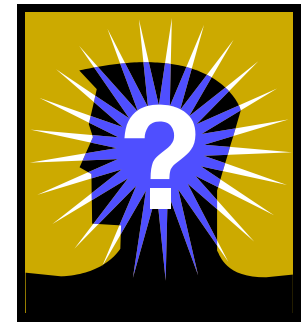




- ▶ If everything looks okay on all the tabs, you now need to take appropriate action on the document to accept it
  - ✓ The actions you will need to take will vary by the different document types
  - ✓ The following slides will go into more detail on what you need to do for each document type







- ▶ There may be times when you need to correct a document or have it corrected by another user
- ▶ This can be accomplished by recalling the document or rejecting the document
- ▶ Recalling means to open a document you had previously worked
  - ✓ Accomplished by clicking on the hyperlinked R under the Recall column in your History folder
  - ✓ This loads the document so that action can be taken on it
  - ✓ Sending a document back to the previous user in the workflow
    - Accomplished by unchecking all boxes on the Header tab and then clicking Submit
    - Comments should be entered on the Misc. Info tab as to why you are recalling the document
  - ✓ You may need to use a combination of the recall functions to get a document where it needs to be





- ▶ Rejecting means to send a document all the way back to the vendor or Initiator
- ▶ Not all users in a document's workflow can reject the document
- ▶ Before rejecting a document back to the vendor, it is very important to be sure it is the vendor who needs to make the correction
  - ✓ Rejecting a document back to the vendor resets the Prompt Payment clock which will delay the vendor's payment date
  - ✓ If you erroneously reject a document, the vendor may be able to collect interest that will be charged against your command
- ▶ To reject a document, enter comments on the Misc. Info tab and then check the Reject to Initiator box on the Header tab and click Submit







## ■ Saved documents

- ✓ Users can save drafts of documents they are working on and return to them later
- ✓ To save a draft, the user will click on the Save Draft Document button
- ✓ To return to the document to finish processing it, the user should open the document from the same folder they opened it from originally before saving the draft (or for Acceptors, also from their Saved Documents Folder)
  - The status will be the same except with “S-” in front of it
  - e.g. an Acceptor opens a Receiving Report in Submitted status from their Acceptance Folder by clicking on the Shipment Number; they then save a draft of the document. To open it back up to finish accepting it, they would go back to their Acceptance Folder, find the appropriate Receiving Report in S-Submitted status, and then click on the Shipment Number to open it and continue processing it



## ■ Saved documents

- ✓ After a document is saved as a draft, a hyperlinked number will appear under the Purge column in the working folders
  - Purge means to remove all information that had been added to the document by the user before they saved the document
  - If the user would rather purge a saved document before processing it instead of opening the saved document and continuing to process it, they would click on the hyperlinked number under the Purge column to open the document and then click Purge at the bottom of the screen
    - This will revert the status of the document back to what it was when it originally got to the user e.g. S-Accepted would become Accepted
  - A saved document is automatically purged by the system after 7 days if the user hasn't opened it back up and finished processing it
    - The hyperlinked number under the Purge column is the # of days until the system automatically purges the document



## ► Extensions

- ✓ DoDAACs and CAGE codes in WAWF can have extensions
- ✓ Extensions “break up” a DoDAAC or CAGE into groups, usually for the purpose of restricting access to documents
  - e.g. instead of having 10 users with access to N00189 who all can see all documents going to N00189, several extensions are added such as PAC, LANT, and MID. 2 of the 10 users get access to N00189 ext. PAC, 5 get access to N00189 ext. LANT, and 3 get access to N00189 ext. MID. The 2 users with access to N00189 ext. PAC would only see the documents where the vendor entered the DoDAAC N00189 with extension PAC. They would not be able to see or process the documents going to N00189 ext. LANT or MID, nor would they be able to process documents going to just N00189 without an extension.
- ✓ If a DoDAAC is broken up into extensions and a user gets access to just the DoDAAC with no extension, they would be able to see and process all documents going to that DoDAAC, regardless of if an extension was added or not
  - e.g. in the example above, if a user got access to just N00189, they would be able to see and process all documents going to N00189, N00189 ext. PAC, N00189 ext. LANT, and N00189 ext. MID
- ✓ Extensions can be added by the GAMs for the DoDAAC





## ■ Printing documents

- ✓ The purpose of WAWF is to eliminate paper in the invoicing and receiving process
- ✓ Thus, printing anything from WAWF is generally discouraged
- ✓ Documents are required to remain in WAWF 6 years and 3 months **however** no documents have ever been deleted from the system and there are currently no plans to do so
- ✓ If you absolutely must print something from the system, the easiest way is to use the Printer Friendly link in the top right corner of the screen or the Print Document button at the bottom of the page (only shows up for certain document types)







## ► Active Documents, Archive Documents, and Contract Review

- ✓ On the Search Criteria screen in WAWF, you may have a drop down box under Search For (depending on what folder you are searching in)
- ✓ **Active documents** – documents that can be worked by users in the system
- ✓ **Archive documents** – documents that are in the system for view-only purposes and they cannot be worked
  - Documents in Void status will go to the archive after 30 days
  - Documents in Process status will go to the archive after 120 days
- ✓ **Contract Review** – will display all active and archive documents for the entered contract number/delivery order number, except for those in Void status





## ► Generating an Accounts Payable

- ✓ If you accept a document in WAWF with the AAA/AAI, SDN/Document Number, and ACRN present for all or some of the items, an accounts payable will be posted to the appropriate accounting system for the items with those data fields filled out
- ✓ It is not a requirement of WAWF to have these fields filled out for each item in order for you to accept the document (except for NAVCON documents – they do require those fields to be entered)
  - Your internal business processes may require you to enter all of these fields to properly post an accounts payable though
- ✓ The vendor can also enter information into these fields when creating their document but the Acceptor would have the ability to change the information if needed
  - Most often the vendor will only enter this information if they use the Populate CLINs option when creating their document, which brings in all of their Line Item information for them





## ► Accounting Data From Template (NAVCON & NSI)

- ✓ Line Item entries on the target document that match entries on the selected template document will be pre-populated.
- ✓ Only those accounting entries pertaining to the role selecting the template will be pre-populated.
- ✓ The accounting data populated will be based on the last accounting data added/updated on the document. For example, if the Acceptor added a AAI as '111111', and the LPO changed it to '222222', then when that document is used as a template by any role, Acceptor or LPO, it will bring over the '222222' that the LPO entered







- ▶ 1-800-756-4571 opt 6
- ▶ CCL-EC-NAVY-WAWF-HELPDESK@DFAS.MIL
- ▶ Hours of Operation
  - ✓ 0700-1800 EST Monday- Thursday
  - ✓ 0700-1700 EST Fridays
  - ✓ excluding federal holidays





## ► Can assist with:

- ✓ How to create/process documents
- ✓ How to correct recalled/rejected documents
- ✓ Registration procedures
- ✓ New DoDAAC requests
- ✓ Payment issues

## ► Cannot assist with:

- ✓ Password resets/other account issues – contact GAMs
- ✓ Recall/reject requests – email appropriate DFAS mailbox





## DISA Ogden Help Desk

- ✓ Systems issues
- ✓ Vendor account issues (if no GAM)
- ✓ CAGE code activations
- ✓ 1-866-618-5988
- ✓ [cscassig@csd.disa.mil](mailto:cscassig@csd.disa.mil)

## Army WAWF Help Desk

- ✓ Army WAWF issues
- ✓ 1-800-756-4571 opt 6
- ✓ [CCO-EC-ARMY-WAWF-HELPDESK@DFAS.MIL](mailto:CCO-EC-ARMY-WAWF-HELPDESK@DFAS.MIL)

## Marine Corps WAWF Help Desk

- ✓ Marine Corps WAWF issues
- ✓ 540.322.2897 X 3210
- ✓ [susan.dibianca@taic.net](mailto:susan.dibianca@taic.net)





## ► Air Force WAWF Help Desk

- ✓ Air Force WAWF issues
- ✓ [wawf.team@wpafb.af.mil](mailto:wawf.team@wpafb.af.mil)

## ► DLA WAWF Help Desk

- ✓ DLA WAWF issues
- ✓ 703-767-1915
- ✓ [wawf@dla.mil](mailto:wawf@dla.mil)

## ► DCMA WAWF Help Desk

- ✓ DCMA user account issues
- ✓ 888-576-3262
- ✓ [helpdesk@dcma.mil](mailto:helpdesk@dcma.mil)





## Pay Offices

- ✓ Payment status/issues
- ✓ Can find corresponding entitlement system and contact info
  - **Pay DoDAACs** under Lookup tab
  - Enter City Name or leave City Name field blank and click Submit for full list

Wide Area Workflow 5.0

Lookup - Pay DoDAACs

City Name

Enter search criteria or leave field blank for complete list.



User ID : Vendor11

Wide Area Workflow 5.0

Lookup - Pay DoDAACs (sorted by DoDAAC)

DoDAAC	Entitlement System	Office	Phone
964145	CAPS-C	USACE FINANCE CENTER	(901) 874-8671
CRCARD	CRCARD	DMDC PCOLLS	703-601-3927
F03000	IAPS-E	Dayton	800-756-4571 Option 2, Option 3
F67100	IAPS-E	Limestone	800-756-4571 Option 2, Option 3
F68800	IAPS-E	Japan-Air Force	011-81-311-755-6517/6288
F78900	IAPS-E	Limestone	800-756-4571 Option2, Option3
H94002	CAPS-C	OASD TMA	303-676-3532
HQ0105	CAPS-W	Indianapolis-DNO	(317) 510-0300
HQ0131	CAPS-W	Columbus CAPS-W	800-756-4571 Option 2, Option 2 or 614-693-8507 Option 2, Option 2
HQ0248	One-Pay	DFAS Rome	800-553-0527
HQ0250	CAPS-W	Rome-ATEC	800-553-0527
HQ0251	One-Pay	DFAS Columbus	800-756-4571 Option 2, Option 4
HQ0253	CAPS-W	Rome CAPSC Clipper	011-965-389-7881
HQ0300	CAPS-W	Lawton	800-553-0527
HQ0301	CAPS-W	Orlando - Army	888-332-7366
HQ0302	CAPS-W	Rome	800-553-0527





## Group Administrators (GAMs)

- ✓ Approve/disapprove user accounts
- ✓ Reset passwords/certificates
- ✓ Update organizational email address for DoDAAC
- ✓ Add extensions
- ✓ Can locate using the Group Administrator Lookup option
  - If logged in, under the User menu
  - If not logged in, on the WAWF homepage under Help
  - If you still cannot locate your GAM, contact the Navy WAWF Help Desk





- ▶ WAWF Production
  - ✓ <https://wawf.eb.mil/>
- ▶ WAWF “Sand Box” Training Site
  - ✓ <https://wawftraining.eb.mil/>
- ▶ WAWF Web-Based Training Site
  - ✓ <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>
- ▶ WAWF Software User’s Manual (SUM)
  - ✓ [https://wawf.eb.mil/SUM\\_RoboHelp\\_Web\\_Help/WAWF\\_SUM.htm](https://wawf.eb.mil/SUM_RoboHelp_Web_Help/WAWF_SUM.htm)
- ▶ DAASINQ (DoDAAC Query)
  - ✓ <https://www.daas.dla.mil/daasing/>
- ▶ DoDAAD Committee (add, modify, delete DoDAACs)
  - ✓ <http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp>





- ▶ Electronic Document Access (EDA)
  - ✓ <http://eda.ogden.disa.mil/>
- ▶ Navy College Program Tuition Assistance Site
  - ✓ <https://www.navycollege.navy.mil/nta.cfm>
- ▶ DoD Misc Pay Guide
  - ✓ [http://www.acq.osd.mil/dpap/ebusiness/Department\\_of\\_Defense\\_Misc\\_Pay\\_Guide.doc](http://www.acq.osd.mil/dpap/ebusiness/Department_of_Defense_Misc_Pay_Guide.doc)
- ▶ MyInvoice
  - ✓ <https://myinvoice.csd.disa.mil/>
- ▶ UID Information
  - ✓ [https://acquisition.navy.mil/rda/home/acquisition\\_one\\_source/item\\_unique\\_identification\\_iuid](https://acquisition.navy.mil/rda/home/acquisition_one_source/item_unique_identification_iuid)
  - ✓ <http://www.acq.osd.mil/dpap/pdi/uid/index.html>
  - ✓ <http://iuidtoolkit.com/>





## RFID Information

- ✓ <http://www.acq.osd.mil/log/rfid/index.htm>

## System for Award Management

- ✓ <https://www.sam.gov/portal/public/SAM/>
  - Replaced Central Contractor Registry (CCR)





## ► Training on WAWF site -

<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtSummary.xhtml>

- ✓ WAWF Web-Based Training
  - Training material for users
- ✓ WAWF Practice Training Site
  - Can practice processing documents in WAWF
  - Must know User IDs and passwords
    - See the Training Instructions document or contact us at the help desk for list





## ► Navy Acquisition WAWF Site -

<https://acquisition.navy.mil/content/view/full/99>

- ✓ Government Information
  - WAWF training guides
  - WAWF presentations
  - One Pay Access Guide
  - One Pay TFS AAA Listing
  - WAWF Dates Guidance
- ✓ Vendor information
  - Training guides





## ► DFAS WAWF Site -

<http://www.dfas.mil/ecommerce/wawf/info.html>

- ✓ Frequently asked questions
- ✓ DFAS mailboxes for requesting WAWF rejects/recalls





